

CACFP Basic Food Service Training

Description

This workshop is **designed for new agencies** participating in the CACFP and/or **new workers** in the Child and Adult Care Food Program (CACFP). This workshop covers more of the food service areas of managing the CACFP in centers, Head Starts, emergency shelters, schools, etc. There is **no charge** for this CACFP workshop. There is a second basic training designed for administrative staff that covers the duties that are more often completed by administrative staff rather than the food service staff. Attendance at both days would be allowed. The civil rights session is covered on both days, but the materials are identical. Attendance at the civil rights session on both days is not required, but would be allowed.

How to Register

Register using the registration form by mail, fax, or email. The form is available from the Child and Adult Nutrition Services (CANS) office.

Things to Consider

- **You must pre-register.** You should mail your registrations at least 20 days prior to the date of the workshop. We will confirm that we have received all registrations.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- **Please bring a calculator!**
- Due to variations in temperature in meeting rooms, we suggest that you **dress in layers** of clothing so you can adjust for your comfort.
- The Department of Education is **not able to provide food or drinks**, so please plan for that.
- **Please let us know by calling (605) 773-3413 if any participants need a sign language interpreter, alternate formats of printed materials, or wheelchair access. We need at least two week's advance notice.**
- If **bad weather** is likely, **call** our office at **(605) 773-3413** to **confirm** that we will still have the workshop.
- Registration will begin at 9:00 AM. For individuals that register for both days and attended the civil rights

Your Responsibilities

We expect workshop participants to learn about their agency's responsibilities in the CACFP. Participants should return to work and share what they have learned about these requirements with the agency (including board members).

Certificates

We will take attendance at each session. After the workshop, we will send a certificate for each participant. Certificates will indicate the number of hours of training from the CACFP workshop. Please note that some sessions are not required for all agencies (i.e. approving free and reduced price meal applications and at-risk after school programs)

CACFP Basic Food Service Workshop Schedule

- 8:30-8:45 Registration**
- 8:45-9:00 Welcome and Introduction(s)**
- 9:00-9:45 Civil Rights Requirements ~** This session will be a review of every agency's civil rights requirements for the Child and Adult Care Food Program. All staff within each agency are required to have training in the area of civil rights for the purpose of this program. The information covered in this session would be appropriate to all staff. This session is also covered during the CACFP Basic Food Service training.
- 9:45-11:15 Meal Patterns ~** This session will provide an overview of the required food items that must be served for each meal/snack served and claimed under the CACFP. The information covered in this session would be appropriate for staff who are responsible for planning menus, preparing meals, and serving meals (e.g. cooks, teachers, directors, etc.) and interested board members.
- 11:15-11:45 Creditable Foods (part 1) ~** This session will be a review of the rules related to foods that are allowed and those that are not allowed. The information covered in this session would be appropriate for staff who are responsible for planning menus, preparing foods, serving foods (e.g. cooks, teachers, directors, etc.) and interested board members.
- 11:45-1:15 LUNCH BREAK (on your own)**
- 1:15-2:45 Creditable Foods (part 2) ~** This session will be a continuation of the session started prior to the lunch break.
- BREAK – move around and meet people ☺ -----**
- 2:45-3:45 Production Records ~** This session will include specific instructions for the how to complete center production records. This will assist your agency in providing accurate records to support the foods prepared to receive payment for the meals. The information covered in this session would be appropriate for staff who are responsible for preparing meals and completing production records (e.g. cooks, teachers, directors, etc.) along with interested board members.
- 3:45-4:45 Infant Feeding ~** This session will provide an overview of the requirements for feeding infants in the CACFP including the completion of infant production records. This session would not be required for agencies that do not provide care to infants. Most of the information covered in this session would be information that your agency needs to know if you provide care to infants even if you do not choose to claim the meals served to infants. The information covered in this session would be appropriate for staff who are responsible for feeding infants and completing infant meal counts and infant production records (e.g. infant teachers, cooks, directors, etc.) along with interested board members.